

Central New Hampshire Regional Planning Commission

28 Commercial Street ❖ Concord, NH 03301

Telephone: (603) 226-6020 ❖ Fax: (603) 226-6023 ❖ www.cnhrpc.org



Central NH Regional Planning Commission Full Commission Meeting

Thursday, October 9, 2025

7:00pm

Horseshoe Pond Community Resource Room

26 Commercial Street

Concord, NH 03301

and

Zoom Meeting

<https://us02web.zoom.us/j/83066055700?pwd=ziysosPjn6UEpGteAKaRcAfbalar8i.1>

Meeting ID: 830 6605 5700

Passcode: 9778

Agenda

- 7:00 Speaker** **Overview of recent changes to New Hampshire's planning and zoning laws**
Steve Buckley, NHMA Senior Legal Services Counsel
- 7:30 Business Meeting**
1. Introductions
 2. Minutes of the June 12, 2025 Full Commission Meeting
 3. Report of the Chair
 4. Treasurer's Report
 5. Ten-Year Plan/Governor's Advisory Committee on Intermodal Transportation (GACIT) Process Update
 6. Staff Reports
 7. Other Business
 8. Adjournment

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CNHRPC Full Commission

Meeting Minutes

Thursday June 12, 2025

7:00pm

Horseshoe Pond Community Resource Room w/ Zoom Remote Option

26 Commercial Street

Concord, NH 03301

Commission Attendees

Ken Swayze, Town of Dunbarton
Sanford Way, Town of Chichester
Jim Bibbo, Town of Bradford
Barbara Randall, Town of Boscawen
Kathleen Pelissier, Town of Allenstown
Karen McNamara, City of Concord
Ryan Beaudry, Town of Allenstown
Stephen Buckley, Town of Bow
Matt Hicks, City of Concord

Keith Johnson, Town of Deering
Stephen Caine, Town of Loudon
Susanne White, Town of Hillsborough
Betsy Bosiak, Town of Epsom
Stan Brehm, Town of Pembroke
Emilio Cancio-Bello, Town of Sutton
Chuck Frost, Town of Dunbarton
Barbara Marty, Town of Warner
Sandy Crystall, Town of Bow

CNHRPC Staff

Michael Tardiff, Executive Director
Stephanie Alexander, Senior Planner
Craig Tufts, Senior GIS/Transportation Planner
Riley Stafford, Office Support/Outreach Coordinator

Call to Order

The Meeting was called to order by Vice Chair, Barbara Randall, at approximately 7:00 PM.

CNHRPC 2026 Regional Plan Update Kickoff, Overview

Mike Tardiff began the presentation by noting that all nine NH Regional Planning Commissions have recently started the process of updating their Regional Plans. The most recent Central New Hampshire Regional Plan was prepared in 2015. The preliminary steps include engaging in public outreach and concentrating on assisting in the implementation of the regional housing needs assessment housing toolbox. Additionally, the Commission is in the process of revising their project priority list, which forms part of their economic

development strategy. The primary goal is to develop a regional plan that will assist local boards and communities in making informed decisions regarding various projects and initiatives.

Stephanie Alexander reviewed key aspects of the 2015 regional plan and highlighting the planned changes in the individual regional plan chapters. Craig Tufts then reviewed the transportation chapter, discussing its corridor-wide methodology that will feature detailed maps and descriptions of key transportation challenges faced by the region. Stephanie underscored the importance of making the plan more user-friendly for municipalities, ensuring that it can be effectively utilized by local governments.

Stephanie presented a strategy to incorporate the regional housing plan, obtain updated data, and integrate new regional projects, local initiatives, and feedback from the public. Mike described the online housing toolbox launched from the Regional Housing Needs Assessment, which highlighted the availability of housing tools and options for communities.

Mike concluded by explaining that a Board/Commission survey and a resident survey to determine the region's priorities for the 2026 Regional Plan will be developed as a key part of the Plan update process.

Introductions

At the conclusion of the Regional Plan Presentation, brief introductions were given by attendees, prior to the commencement of the business portion of the meeting.

Approval of Minutes

Barbara Randall asked for a motion to consider the March 27, 2025 meeting minutes for approval. Upon a motion by Matt Hicks and second by Karen McNamara, the minutes of the March 27, 2025 meeting were approved unanimously.

Treasurer's Report

Mike Tardiff provided an overview of the Treasurer's Report, noting the Report had been reviewed by the Executive Committee earlier that evening. Key sources of revenue in April were the InvestNH HOP program, transportation planning activities, the initiation of the Regional Plan update, and local Planning Board/Economic Development Committee assistance. Revenues slightly exceeded expenses for the month.

2025 Coordinated Transit and Human Services Plan – Approval Consideration

Craig began a presentation on the Mid-State RCC Coordinated Plan. Craig explained that the Coordinated Plan is intended to coordinate and streamline transit services in the region that might otherwise be siloed. Coordination takes place through the Regional Coordinating Councils (RCCs) and Statewide Coordinating Council. The plan also identifies evolving transit and human service needs. Transit services must be derived from a coordinated plan to receive Federal Transit Administration (FTA) 5310 funds. He noted that Vincent Pagano and Matt Baronas had led the development of the plan and staff had worked with Lakes Region RPC as the RCC region also includes much of the Lakes Region.

Craig provided an overview of the contents of the plan, including demographic profiles, documentation on existing transportation services, public input, a transit needs assessment, and coordination strategies and recommendations. There is a wealth of statistics and information useful to transportation planning purposes.

Craig noted that the CNHRPC TAC recommended the plan for adoption. The Full Commission is responsible for adopting the plan. The Lakes Region RPC will be voting on the plan at their next meeting.

Upon a motion by Matt Hicks and a second by Betsy Bosiak, the 2025 Mid-State RCC Coordinated Plan was approved unanimously.

Proposed FY 2026 CNHRPC Work Program and Budget

Mike Tardiff presented the proposed FY 2026 Work Program and Budget. He noted that while the budget did not include the Targeted Block Grant funding that the Commission had used for many years to support local planning projects, the proposed work program and budget was still in a good position. The overall proposed work effort is comparable to recent years, with an emphasis in FY 2026 on the regional plan’s development, the Commission’s transportation planning work program, the local circuit rider planner program, several master plan updates, and other local projects such as Natural Resource Inventories and Capital Improvement Programs. in work related to the InvestNH HOP program.

Upon a motion by Betsy Bosiak and a second by Ken Swayze, the proposed 2026 CNHRPC Work Program and Budget was approved unanimously.

Election of FY 2026 Officers

The business segment of the meeting wrapped up with the election of officers for fiscal year 2026.

The slate of officers for FY 2026 was proposed as follows:

- Susanne White, Hillsborough (Chair)
- Barbara Randall, Boscawen (Vice Chair)
- Keith Johnson, Deering (Secretary; Treasurer)
- Joe Schmidl, Salisbury (Member)
- Stan Brehm, Pembroke (Member)
- Matt Hicks, Concord (Member)
- Sanford Way, Chichester (Member)

Upon a motion by Stan Brehm and a second by Karen McNamara, the slate of officers for FY 2026 was approved unanimously.

Other Business:

It was announced that Steve Buckley, who has been a member of the Commission for more than 25 years, would be leaving as a CNHRPC Commissioner as he would soon be moving to the Keene area. The Commission recognized Buckley's contributions and thanked Steve for his many years of service.

Adjournment:

Upon a motion by Matt Hicks and a second by Sanford Way, the meeting adjourned by unanimous vote at approximately 8 PM.

Central New Hampshire Regional Planning Commission
Profit and Loss YTD Comparison
August 2025

	Aug 25	Jul-Aug25	FY26 Budget	%
Income				
4000 · Regional Planning				
EPA Brownfields Assessment Program	0.00	0.00	3,500.00	0.0%
Hazard Mitigation Planning Program	0.00	0.00	5,000.00	0.0%
NBRC LDD Assistance	0.00	0.00	5,000.00	0.0%
NFWF Crossing Navigators Program	0.00	0.00	20,000.00	0.0%
Regional Plan Update	2,745.08	5,886.28	85,000.00	6.9%
CDFA Transformational Grant	1,674.84	2,454.01	7,500.00	32.7%
Total 4000 · Regional Planning	4,419.92	8,340.29	126,000.00	6.6%
4100 · Local Planning Projects				
InvestNH Housing Zoning/Regulations	3,572.50	5,617.50	38,000.00	14.8%
Boscawen MP (2024)	0.00	0.00	1,000.00	0.0%
Bow Master Plan Update	1,000.00	2,000.00	12,000.00	16.7%
Allentown MS4 planning/coordination	0.00	0.00	2,500.00	0.0%
Pembroke MS4 planning/coordination	0.00	0.00	2,500.00	0.0%
Total 4100 · Local Planning Projects	4,572.50	7,617.50	56,000.00	13.6%
Development Review				
Development Review	1,353.10	2,553.10	8,000.00	31.9%
Total · Development Review	1,353.10	2,553.10	8,000.00	31.9%
4300 · Circuit Rider				
PB/EDC/GIS Circuit Rider Agreements	5,513.75	8,853.75	47,800.00	18.5%
Total 4300 · Circuit Rider	5,513.75	8,853.75	47,800.00	18.5%
5000 · Transportation Planning				
Congestion Mitigation/Air Quality (CMAQ) program	0.00	0.00	20,320.00	0.0%
NHDOT Unified Planning Work Program (UPWP)	23,692.07	46,141.89	278,218.00	16.6%
Total 5000 · Transportation Planning	23,692.07	46,141.89	298,538.00	15.5%
6900 · Local Dues	10,667.17	21,334.33	128,006.00	16.7%
6901 · Other Services & Income				
Land Use Handbooks	0.00	0.00	1,850.00	0.0%
Interest on Deposits & CD's	1.15	1.92	0.00	N/A
NHARPC Website	0.00	0.00	1,500.00	0.0%
Miscellaneous Income	0.00	0.00	0.0%	N/A
Total 6901 · Other Services & Income	1.15	1.92	3,350.00	0.1%
Total Income	50,219.66	94,842.78	667,694.00	14.2%

Central New Hampshire Regional Planning Commission
Profit and Loss YTD Comparison
August 2025

	<u>Aug 25</u>	<u>Jul-Aug25</u>	<u>FY26 Budget</u>	<u>%</u>
Expense				
7000 · Salaries				
Permanent Salaries/Interns	34,844.98	69,629.09	399,468.72	17.4%
Total 7000 · Salaries	<u>34,844.98</u>	<u>69,629.09</u>	<u>399,468.72</u>	<u>17.4%</u>
7100 · Payroll, Taxes & Benefits				
Payroll Taxes - FICA/SUTA/FUTA	2,645.79	5,286.84	30,359.62	17.4%
Medical Insurance	1,862.61	3,700.57	24,000.00	15.4%
Dental Insurance	520.69	1,039.47	4,750.00	21.9%
Life Insurance	22.10	35.70	300.00	11.9%
Disability Insurance	250.53	413.80	1,800.00	23.0%
Accident Insurance	49.08	98.16	1,500.00	6.5%
Employee Retirement - SIMPLE	997.64	1,994.64	14,000.00	14.2%
Workers' Comp Insurance	0.00	1,933.00	1,933.00	100.0%
Total 7100 · Payroll, Taxes & Benefits	<u>6,348.44</u>	<u>14,502.18</u>	<u>78,642.62</u>	<u>18.4%</u>
8000 · Service Expenses				
Professional Consulting Serv.	828.10	828.10	18,000.00	4.6%
Land Use Regulation Handbooks	0.00	0.00	1,950.00	0.0%
Total 8000 · Service Expenses	<u>828.10</u>	<u>828.10</u>	<u>19,950.00</u>	<u>4.2%</u>
9000 · Office and administration exp.				
Accounting - Payroll Processing	250.74	666.72	8,250.00	8.1%
Advert. and other Recruitment expenses	0.00	0.00	100.00	0.0%
Bank Fees-Finance/Service Chrgs	0.00	0.00	500.00	0.0%
Dues & subscriptions	0.00	1,000.00	2,500.00	40.0%
Insurance, property & liability	1,108.95	1,785.95	9,750.00	18.3%
Lease - Equipment	719.51	1,439.02	7,800.00	18.4%
Office Rent	1,689.69	3,379.38	20,276.28	16.7%
Office Space Utilities/CAM/Taxes	0.00	2,119.96	14,000.00	15.1%
Postage & shipping	0.00	0.00	400.00	0.0%
Prof. Auditing	0.00	7,245.00	46,000.00	15.8%
Services & Maint. Computers	0.00	0.00	500.00	0.0%
Supplies - Office	129.36	129.36	1,500.00	8.6%
Telephone & internet	114.02	217.51	4,000.00	5.4%
Training & Workshops	0.00	0.00	1,000.00	0.0%
Travel	0.00	0.00	1,500.00	0.0%
Meals	0.00	0.00	450.00	0.0%
Vehicle Maintenance/Insur/Gas	59.36	95.46	2,500.00	3.8%
Equip - Computers	0.00	0.00	1,800.00	0.0%
Equip - Software	2,877.50	5,477.50	36,598.50	15.0%
Equip - Traffic Count	0.00	0.00	500.00	0.0%
Website Development	0.00	0.00	1,400.00	0.0%
Miscellaneous / other expenses	0.00	0.00	500.00	0.0%
Total 9000 · Office and administration exp.	<u>6,949.13</u>	<u>23,555.86</u>	<u>161,824.78</u>	<u>14.6%</u>
Total Expense	<u>48,970.65</u>	<u>108,515.23</u>	<u>659,886.12</u>	<u>16.4%</u>
Net Income	<u>1,249.01</u>	<u>(13,672.45)</u>	<u>7,807.88</u>	